

## **Anderson County Legal Services Advisory Committee**

Thursday, April 9, 2026, 9:00 a.m.

Anderson County Courthouse

**Room 118A**

### Agenda

1. Call to Order
2. Public Comment
3. Approval of Agenda
4. Approval of Minutes
5. Updates/requests from Law Director
  - a. Summary of cases handled by the Law Director and questions
  - b. Succession plan for the Law Director and suggestions for transition when the time comes.
  - c. Law Director would like input from the committee about any concerns with the Law Director's office and any suggestions.
6. Unfinished Business
7. New Business that needs to be placed on the next agenda.
8. Adjourn

## **Anderson County Legal Services Advisory Committee Meeting Minutes: October 31, 2025**

**Members Present:** Terry Frank, Russell Barker, Robby Holbrook, Johnny Alley, Tracy Wandell, Tim Shelton, Jeff Cole, Sabra Beauchamp, Denise Palmer, Regina Copeland, and Rex Lynch

**Members Absent:** Gary Long

**Others Present:** LLEAN Tupper, Jamie Brooks Jr., Cassandra Powell, Chad McNabb, Annette Prewitt, and Tim Isbel

Mayor Frank called the meeting to order at 10:04 a.m.

**Public Comments** — none

**Approval of Prior Meeting Minutes** — Rex Lynch made a motion and second by Denise Palmer to approve the minutes of the May 5, 2025, meeting as presented. Motion carried by voice vote.

**Election of Chair & Vice Chair:** Tracy Wandell moved to add to today's meeting agenda the election of chair and vice chair. Seconded by Rex Lynch. Motion carried by voice vote.

Russell Barker made a motion for Terry Frank to continue serving as committee chair. Regina Copeland seconded. Elected by acclamation.

Russell Barker made a motion for Tim Shelton to continue serving as committee vice chair. Regina Copeland seconded. Elected by acclamation.

**Updates/Questions for the Law Director** — Mr. Brooks reviewed legal cases that his office is following.

**Staffing Update** — Mr. Brooks stated that HR has posted a job listing for a legal assistant to replace the paralegal that left in recent months. Interviews will be conducted soon, and an offer will be made. The office also is working with HR to update job descriptions. Mr. Brooks also proposed that Cassandra Powell's job title be listed as Assistant to the Law Director or something similar. Sabra Beauchamp made a motion, seconded by John Alley, to endorse the staffing proposals presented by Mr. Brooks and align salaries to the proper budget codes. Motion carried by voice vote.

**Succession Planning** — discussion only

**Operational Planning Policy and Mission Statement** – both are in progress; once completed, drafts will be presented to the committee for review and input.

**Policy: Requests for Legal Opinions** — discussion. Mayor Frank asked Mr. Brooks how other county jurisdictions address requests for legal opinions to include some research on Commission requests, e.g. individual requests versus body requests. Tim Shelton stated that opinions are public record, but legal advice is not, and there should be a level of caution in what elected officials ask of the law director's office.

**General Sessions II** – Rex Lynch made a motion, seconded by Jeff Cole, authorizing the law director, county mayor, and one county commissioner to negotiate with the City of Oak Ridge for “the highest and best” costs related to the Oak Ridge sessions court location with the recommended negotiated cost to be referred to the county's Budget Committee for consideration. Motion carried by voice vote.

**Claxton Park issue/Operations Committee Referral** — Tracy Wandell asked questions regarding Anderson County's intent for the Kids Palace playground in Claxton and why the park is being closed. He also indicated there was an agreement between the Optimist Club and TVA about the playground.

Mayor Frank noted approved motions from both the county Conservation Board and County Commission that have taken place over the last couple of years. Denise Palmer also noted that saying the Kid's Palace Park is completely going away is not accurate. She said the Conservation Board is working on plans for the relocation of a community park in Claxton.

**Other Business** — Rex Lynch asked for the law director's assistance with a case regarding a former local bonding business that still owes the county money.

Tracy Wandell said he wants newly appointed District 1 County Commissioner Chad McNabb to take his place on the Legal Services Advisory Committee. Denise Palmer said only County Commission can appoint another commissioner.

**Adjourn** — The meeting was adjourned at 11:20 a.m.